

**CCMC Committee Meeting – Thursday, December 12, 2019, 9:00 AM**  
**Cheshire Town Hall, 84 Main Street, Cheshire, CT**  
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Attendees: Chairman Patricia Monahan (left at 12:20), Denise Talbot, Pat Moisia, William Donlin, Lisa Biagiarelli, Jennifer Gauthier (arrived at 9:31 AM) John Rainaldi. There were no other attendees.

Meeting called to order at 9:15 AM

Denise Talbot made a motion to waive the reading of the minutes for the October 2, 2019 CCMC Committee meeting and the October 31, 2019 CCMC Committee special meeting (via conference call). Patricia Moisia seconded the motion. The motion passed with all voting in favor.

Patricia Moisia made a motion to approve the minutes for the October 2, 2019 CCMC Committee meeting and the October 31, 2019 CCMC Committee special meeting (via conference call). Denise Talbot seconded the motion. The motion passed with all voting in favor.

John Rainaldi made a motion to waive the reading of the Treasurer's Report and accept the Treasurer's Report. Pat Moisia seconded the motion. The motion passed with all voting in favor.

Patricia Monahan indicated there was a question about how the CCMC Committee handles applications for the CCMC certification final exam, and whether or not a meeting is required to determine approvals for candidates to take the CCMC certification final exam. The question came from Jennifer Gauthier of the State of Connecticut Office of Policy and Management (OPM). The issue was discussed, but no decision was made immediately. Jennifer had not yet arrived to this meeting.

John Rainaldi made a motion to adopt the revised, proposed CCMC regulations, and forward the revised, proposed regulations to the next steps in the approval process. These revised, proposed regulations were sent to the CCMC Committee after the October 2, 2019 CCMC Committee meeting. Pat Moisia seconded the motion. A discussion ensued about the names of the CCMC Courses. Jennifer Gauthier arrived during this discussion. It was determined CCMC Course I should be titled *Connecticut Tax Collection Administration and Law*, and CCMC Course II should be titled *Connecticut Tax Collection Enforcement and Law*. There was no issue with the titles of CCMC Course III and CCMC Course IV as they were correct in the revised, proposed regulations.

John Rainaldi withdrew his motion to adopt the revised, proposed CCMC regulations and forward the revised, proposed regulations to the next steps in the approval process. John Rainaldi then made a motion to adopt the revised, proposed CCMC regulations as amended with the correct titles for CCMC Courses I and II, and forward the revised, proposed regulations to the next steps in the process. Pat Moisia seconded the motion. The motion passed with all voting in favor. The CCMC Committee will send a letter to The State of Connecticut Office of Policy and Management requesting that these amended CCMC regulations be forwarded to the next steps in the process.

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There was a brief discussion on the sexual harassment policy discussed during the October 31, 2019 special meeting (conference call). To date, five instructors and two CCMC Committee members have forwarded copies of their sexual harassment training certificates to OPM.

A discussion was held on instructor training for teaching adult students. The CCMA Committee invited the CCMC Committee and CCMC Course instructors to join in on two-day workshop being offered in Massachusetts through the Massachusetts Association of Assessing Officers. The cost to participate in this workshop is \$750 (the CCMC Committee would pay \$750). The workshop is scheduled for April 8, 2020 and April 9, 2020. Lisa Biagiarelli made a motion to approve the payment of \$750± for the CCMC Committee and CCMC course instructors to participate in this workshop. Denise Talbot seconded the motion. The motion passed with all voting in favor.

A discussion was held about using scanners to track continuing education sessions, rather than the traditional sign-in, sign-out method. CAAO/CCMA Committee uses this process, but there are still bugs to work out. The CCMC Committee feels that this scanners are likely to be operational by the time certification and re-certification of tax collectors becomes mandatory.

The CCMC Committee's 2020 calendar was reviewed and finalized as follows:

February 6, 2020, CCMC Committee meeting at 9:30 AM, Berlin.

February 6, 2020, CCMC Committee meeting with CCMC Course instructors, 11:00 AM, Berlin.

CCMC Courses will begin in mid-February 2020 and end in late April 2020. Pat Moisio will audit CCMC Course I; Denise Talbot will audit CCMC Course II, William Donlin will audit CCMC Course III, and Lisa Biagiarelli will audit CCMC Course IV.

March 19, 2020, CCMC Committee meeting to be held at the annual CTx seminar in Westbrook at 12:00 PM.

April 21, 2020, CCMC Road Show, High Plains Community Center, 525 Orange Center Road, Orange.

April 30, 2020, CCMC Committee status meeting with OPM regarding the proposed regulations and progress in the adoption process at 10:00 AM in Glastonbury.

May 14, 2020, CCMC Committee meeting (conference call) to approve candidates to sit for the CCMC Final Exam.

May 28, 2020, CCMC Final Exam, 10:00 AM, Berlin.

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June 4, 2020, CCMC Committee meeting and grading of the CCMC Final Exam at 10:00 AM in Cheshire.

August 6, 2020, CCMC Committee meeting at 9:30 AM, Berlin.

August 6, 2020, CCMC Committee meeting with CCMC Course instructors, 11:00 AM, Berlin.

CCMC Courses will begin in early to mid-September 2020 and end in November 2020. Lisa Biagiarelli will audit CCMC Course I; Pat Moisio will audit CCMC Course II, Denise Talbot will audit CCMC Course III, and William Donlin will audit CCMC Course IV.

September 15, 2020, CCMC Road Show, Douglas Library, 22 Main Street, Hebron.

October 13, 2020, CCMC Committee meeting, 10:00 AM, Cheshire.

November 19, 2020, CCMC Committee meeting to be held at the CTx fall meeting at the Aqua Turf at approximately 11:45 AM to approve candidates to sit for the CCMC Final Exam.

December 3, 2020, CCMC Final Exam, 10:00 AM, Berlin.

December 10, 2020, CCMC Committee meeting and grading of the CCMC Final Exam at 10:00 AM in Glastonbury.

The CCMC Committee's 2020 calendar was approved by acclimation.

The CCMC Course I instructors (Launa Goslee and Carla Hamel) requested to hold CCMC Course I in Torrington in the Spring 2020 and hold CCMC Course I in Berlin on the Fall 2020. Normally this course is held in Berlin in Spring and Torrington in the fall, so this request is to swap the locations in 2020. The CCMC Committee had no objection to this swap.

The evaluations for the CCMC Courses and instructors from the fall 2019 course offerings were discussed. These evaluations were previously scanned and emailed to the CCMC Committee and the CCMC Course instructors (where applicable).

Lisa Biagiarelli made a motion to approve the three apprentice instructors who participated in fall 2019 CCMC Courses (or the CCMC Precourse) for CCMC Course instructor status. These instructors are J. Stacey Yarborough, Dorian Owens, and Ana Legassey. Pat Moisio seconded the motion. The motion passed with all voting in favor.

Discussions were held regarding course exams, and having fewer essays on those course exams; further revisions to the CCMC Final Exam, and OPM purchasing certificate holders for newly-issued CCMC Certificates.

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Jennifer Gauthier reviewed the statutes that OPM is currently proposing to revise for clarification on tax collection processes.

The CCMC Committee open session portion of the meeting ended at 12:02 PM. Jennifer Gauthier and Patricia Monahan left after the open session ended.

After a short lunch break, the CCMC Committee went into Executive Session to grade the CCMC Examinations that were given on December 5, 2019. In Patricia Monahan's absence, Denise Talbot was acting Chair for the Executive Session.

14 people took the CCMC exam on December 5, 2019. 13 passed, one failed.

John Rainaldi made a motion to adjourn at 1:50 PM. William Donlin seconded the motion. Meeting adjourned at 1:50 PM by acclamation.

Respectfully Submitted,

John Rainaldi, Secretary